

MUFASIL V NAZER

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Administration / Strategy & Business Analysis / Accounts and Finance / MIS/Reporting

Expertise in executing full management plans and procedures within time, budget & quality parameters, as per operational & best practice guidelines

PROFILE SUMMARY

- Hardworking professional with **over 8 years of experience (including over 4 years in UAE)** in Administration, Finance, Accounts & Taxation.
- Working with **Al Akhil General Contracting LLC, a Middle East construction company as Administrator cum Finance Assistant.**
- Skilled in streamlining business administration / processes through effective planning, new initiatives, and project management during the career span.
- Expertise in managing financial activities; ensuring timely deliveries as per defined timelines and quality standards; proven track record of successfully managing various key projects
- Expert in preparing specification documentation, gathering business requirement, CRM, MIS, data centres analysis, UAT analysis, documenting functional and reviewing technical specifications
- Efficient organizer, adaptable, team player, good learner and a decisive leader with expertise to take any challenge with problem solving, confidence and time management skills.

CORE COMPETENCIES

Business Analysis & Modelling	Administration	Account & Finance
Internal Auditing	Taxation	Process Enhancements
Office Management	MIS/Reporting	Team Management

WORK EXPERIENCE

Al Akhil General Contracting LLC as Administrator cum Finance Assistant

Since Dec 2017

Key Roles

- Preparing monthly invoice, follow up, reconcile client account statement, and manage accounts receivable.
- Issue purchase order to suppliers.
- Receive, verify, register supplier invoices and manage timely disbursement of payments. Prepare monthly accounts receivable statement.
- Manage supplier/ subcontractor retention payables.
- Analyse monthly financial statement.
- Managing internal audit monthly, quarterly and yearly.
- Prepare quarterly VAT report, verify, and e-filing VAT as per FTA rules and regulations.
- Looking after administrative functions involving external or internal communication or management systems, clerical or other administrative staff and office equipment management.
- Organizing, arranging and coordinating meetings along with monthly and quarterly reviews.
- Gathering information related to key issues by collaborating with various levels of management; interacting with internal and external contacts.
- Preparing & maintaining monthly MIS reports and presenting them to the Management as per prescribed timelines; updating master file on daily basis and generating daily/weekly/monthly reports.
- Independently handling correspondence and drafting the letters as well as attending meetings and preparing minutes of the meeting.
- Monitoring supplies and inventory requirements and adhering to a limited budget.
- Manpower management effectively and efficiently by coordinating with site engineer as per site requirements.

Key Roles

- Analyzed daily sales involving primary, secondary and tertiary sales along with productivity analysis of team (ZSM, ASM, TSM and Promoters) and scheme rollout.
- Managed new on boarding's of team members (TSM, GSC and GAP promoters).
- Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Performing requirements analysis.
- Interacted with sales, service and marketing team, for the best distributor service.
- Handled correspondence, drafted letters, attended meetings and prepared minutes of the meeting.
- Prepare reports to Analyse business and to implement new business strategies on daily, weekly and monthly basis.
- Prepare monthly reports on business performance on area wise, model wise, manager wise to interpret properly.

Dishnet Wireless Ltd. (AIRCEL) as Business Analyst, Service Delivery – Post-paid/Prepaid Aug 2015-Mar 2017**Key Roles**

- Analyzed performance, TAT and data accuracy of Channel partners, documentation and activation officers.
- Interacted with Sales, Service and IT back end team to fulfill service within TAT.
- Pull out report from system and prepare models, data reports as per marketing team.
- Attended appellate contact number, analyze issue of customer and rectify it with the coordination of sales, service, marketing and networking as per requirement.
- Managed data analyse on Call centre call management and competency of issues, accordingly take necessary steps to reduce issues in coordination with respective area.
- Researched and prepared reports on daily, monthly, yearly reports.
- Performed product UAT, with proper checklist, record data, and submit test report to marketing and IT.

Idea Cellular Ltd. as Service Analyst – Post-paid/Prepaid Aug 2014-Aug 2015**Bharti Airtel Ltd. as Sales Executive – Retail Post-paid Feb 2014-Jul 2014****EDUCATION**

- **Bachelor in Technology-EEE** from Kerala University in 2013.
- **XII** from Kerala state board in 2009.
- **X** from Kerala State board in 2007

PERSONAL DETAILS

Date of Birth:	17 th July, 1991
Present Address:	ME-10, Mussafah, Abu Dhabi, UAE
Permanent Address:	Vellappallil House, Edayarickappuzha P.O, Plackalpady, Kangazha, Kerala- 686541, India
Languages Known:	English, Hindi, Tamil and Malayalam
Availability :	Ready to join
License :	Valid UAE driving license
References:	Available upon request